



## OFFICE OF THE DEPUTY MAYOR FOR STRATEGIC POLICY INITIATIVES

---

**POSITION TITLE:** SPECIAL PROJECTS COORDINATOR for DEMOCRACY NYC  
**Job ID:** 22306

### **ORGANIZATIONAL PROFILE:**

The Office of Strategic Policy Initiatives, overseen by Deputy Mayor Phil Thompson, leads priority interagency efforts to support New Yorkers' educational, economic and emotional wellbeing. The office supports some of the City's key initiatives to expand opportunities and services for New Yorkers including Pre-K for All and 3K for All, Thrive NYC, Democracy NYC, the Offices of Minority and Women-Owned Business Enterprises (M/WBEs) and Workforce Development, the Young Men's Initiative, and Community Schools. The Deputy Mayor also oversees the following agencies and offices- Department of Youth and Community Development, Department of Small Business Services, Department of Veteran Services, the Mayor's Office of Immigrant Affairs, the Mayor's Office for People with Disabilities, the Citywide Commission on Human Rights, and the Public Engagement Unit. Deputy Mayor Thompson also serves as a liaison for City University of New York (CUNY).

### **ABOUT THE ROLE:**

The Office of the Deputy Mayor for Strategic Policy Initiatives is seeking a qualified individual to serve as a Special Projects Coordinator for the Democracy NYC initiative. This individual will work in close partnership with senior staff, the 2020 Census team, and other internal and external stakeholders to support the cohesive implementation of the Democracy NYC initiative.

### **Duties include, but are not limited to:**

- Assist with implementing a comprehensive strategy to engage and register 1.5M New Yorkers to vote and with getting all New Yorkers counted in the 2020 Census;
- Work in close collaboration with the Democracy NYC team to build and maintain strong public/private partnerships in support of this work;
- Advise relevant stakeholders on progress in policy areas and developing events;
- Help to organize and coordinate working groups, and assist in the implementation of special projects and events.

### **PREFERRED QUALIFICATIONS AND/OR SKILLS**

- Experience working on high profile campaigns;
- Skilled in building strong coalitions and engaging a wide range of stakeholders;
- Flexible and creative in their approach to making plans, leveraging resources and solving problems;
- A sincere commitment to equity;
- Strong relationships with organizations and groups serving diverse communities in New York City;
- Results-driven and self-motivated.

### **SALARY:**

Commensurate with Experience

### **TO APPLY:**

Interested candidates should submit a resume and cover letter to [Candidate Application](#).

*New York City Residency Is Required Within 90 Days of Appointment  
The City of New York and the Office of the Mayor are Equal Opportunity Employers*